OVERVIEW

Martin-Harris Construction Company (MHC) was founded by Frank Martin in 1976. Since then, MHC has expanded throughout the southwest and currently operates in Arizona, California, Colorado, New Mexico, Nevada, Texas, and Utah with a corporate office located in Las Vegas, Nevada. In addition to an outstanding reputation for creativity and project performance, MHC provides the added assurance of long-term stability and financial strength.

PROJECT ENGINEER

SUMMARY: The project engineer position is designed to develop the knowledge of field specific supervisory issues. The Project Engineer is a vital link in the information chain that exists between the Architect, the Owner, the Subcontractor and the office. The primary role of the Project Engineer is to assist and support the project team throughout the construction process. The following briefly describes some of the specific duties the Project Engineer may be assigned.

Roles and Responsibilities

• Assist the Project Manager and field supervisory personnel as required to keep the project on schedule and within budget.
• Acquire an in-depth knowledge of all contract documents and the scope of work of each subcontractor in order to properly support field personnel and office staff.
• Maintain an accurate and up to date Contract Drawing Log in Procore.
• Manage on-site files as required.
• Keep items in correspondence to the project in file for reference.
• Work with Project Team at the completion of project to archive files, plans, etc. for future reference.
• Assist the Project Manager in acquiring, logging, tracking, and distributing submittals from suppliers and subcontractors as required by the specifications for the project.
• Responsible for handling information and documents such as: pre-construction meeting attendance, requests for information, potential change order requests, meeting minutes, permits and inspections, field coordination assistance, scheduling assistance, concrete pour schedules, cards and placement activities, close-out documents including but not limited to warranty, guarantee, operation and maintenance manuals, and as-builts drawing compilation and distribution.

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UNLV, Howard R. Hughes College of Engineering
to the Owner.

**Education and Qualifications**
* Experience in Procore, Timberline, MS Word, Excel and P-6 scheduling software is desired.
* Experience in Prolog or Expedition is similar and may be acceptable.
  • Ability to read architectural, MEP plans.
  • Willing to learn MHC procedures and be a member of the overall MHC team.
  • Willing to work as a team member to assist in meeting critical deadlines and tasks.

**How to Apply**
Martin Harris Construction offers excellent benefits, opportunity for growth and compensation. Interested applicants, please apply at www.martinharris.com and be sure to put UNLV under referral.